

**Town of Richmond  
Planning Board Public Meeting  
August 3, 2021, 7:30 PM Civil Defense Building**

**Members Present:**

Lloyd Condon (Vice Chairman)  
Doug Smith (Secretary)  
Kathryn McWhirk  
Jed Butterfield (Alt.)  
Doug Bersaw (Selectman's Rep.)

**Members Absent**

Stacie Maillet (Chairman)  
Eric Duda  
Jason Macdonald

Meeting called to order at 7:32 PM

**1. Public:**

No one from the public.

**2. Mail:**

No mail.

**3. Minutes June 1, 2021:**

Top of the page under Meeting called to order at 7:32 PM.

Add: **Jed Butterfield seated for Jason Macdonald**

Motion made by Butterfield to accept the minutes as amended. Seconded by Smith. Four in favor. One abstention. Motion carries.

**4. Home Occupation:**

The Zoning Board of Adjustment held a hearing on July 14, 2021, for a Special Exception from Article 4: Residential District under 403 Uses Permitted by Special Exception more specifically 403.4 Home Occupations. Map 415 Lot 10 is owned by Ronald and Micelle Minor located at 580 Whipple Hill Road, Richmond, NH. Map 415 Lot 10 consists of 18.7 acres and has no visible neighbors. The Minor's daughter Shannon Hogan who resides at 580 Whipple Hill Road would like to open a proposed Home Occupation in one of their rooms in the home providing waxing services.

The minutes from the July 14, 2021, ZBA hearing were sent to all members of the Planning Board to review.

The Special Exception was granted by the ZBA triggering the next step for a site plan review by the Planning Board under Richmond Zoning Ordinances Article 11, Board of Adjustment more specifically 1105 Special Exceptions. Under RSA 674:43, IV allows the Planning Board to establish thresholds on non-residential activity which site plan review is not required.

THESE MINUTES MAY BE APPROVED AND /OR AMENDED AT THE FOLLOWING MEETING

Discussion to what extent the Special Exception for this home occupation qualified for a Site Plan Review using the required exhibits and data. Looking through the list it was determined that this Site Plan would require very little if any at all. It was mentioned by reading the ZBA minutes of July 14, 2021, a very complete review was done, and all questions were answered.

There was no further discussion.

Motion made by Bersaw to waive the need for a Site Plan Review for Map 415 Lot 10 due to the nature of the business, lack of qualifying items regarding the Site Plan Review and data. Butterfield seconded.

Discussion: McWhirk added that she attended the ZBA hearing with a negative opinion toward the application but in the end felt good about the ZBA review and the nature of the business.

With no further discussion: Four in favor. One abstention. None opposed. Motion carries.

**5. Other:**

**1. Revision of Site Plan Review:**

There was a brief discussion on the addition of a blasting plan added to the Site Plan Review under V. Required Exhibits and Data.

The 2018 Heavy Blasting and Construction Regulations on page 21, Appendix B. Blasting Best Management Practices. Second paragraph down states that a blasting plan shall be submitted by the Contractor as part of the site plan review process. This is for lighter blasting for Industrial and Light Commercial Blasting. This section of the Best Management Practices is not listed under V. Exhibits and Data located on page 6 in the Site Plan Review.

It was agreed that the Land Use Assistant would come up with the basic wording and the board could change it.

**2. Signature on applications:**

Concern about being able to read some signatures on applications submitted to the Zoning Board of Adjustment and the Planning Board. It was suggested that a print line be put on all applications requesting the applicant for a signature and then print their name.

The Board agreed that it would be helpful especially for future information. The Land Use Assistant will work on changing the applications to include a print line for all names.

With no further business in front of the board.

Motion made by Butterfield to adjourn. Seconded by Bersaw. All in favor. None opposed.

Meeting adjourned at 8:00 PM.

Respectfully Submitted,

Kandace Mattson